

**RECORD OF PROCEEDINGS  
OF THE UTILITY ADVISORY COMMISSION  
GARDNER, KANSAS**  
Page No. 2022-1  
January 6, 2022

The Utilities Advisory Commission of Gardner, Kansas, met in Regular Session on December 2, 2021, at City Hall. Present were Chairperson Barbara Coleman, Vice Chairperson Bryce Augustine, Commissioner Gary Williams, Utilities Department Director Gonzalo Garcia, Staff Engineer Ric Gere and Administrative Assistant Erin Groh.

**CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Commissioner Bryce Augustine.

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA**

- 1. Standing approval of the minutes as written for the December 2, 2021, meeting of the Utility Advisory Commission.**

Chairperson Coleman noted that in the last paragraph, second sentence of the December 2<sup>nd</sup> minutes there was a word omitted and should have read "100% of [residential] report for known backflow devices have come in...." with the word residential being added.

Motion by Commissioner Williams, seconded by Vice-Chairperson Augustine to approve the amended minutes and Consent Agenda.

Motion carried 3-0 Aye

**OLD BUSINESS**

- 1. Consider a recommendation to City Council to revise the Electric Residential Service Connection Fee.**

Director Garcia presented the staff report and stated that he contacted various municipalities to compare at what point they collect Electric Residential Service Connection fees. Ottawa collects the fees for Residential Service Connection at final plat. Eudora collects the fees at final plat and will not issue the building permit until the fee is collected. Osawatomie does the actual fee collection during the building permit application. For Garden City, they are mainly commercial and industrial so in order to promote residential development they don't charge for the connection fee. In Edgerton, they charge up front but Garcia was not able to get the exact time at which the fees are collected. Chairperson Coleman asked Garcia in the previous meeting to find out about Evergy and when they collect fees but he was only able to find out that they collect up front but he didn't get the exact time in which they collect the fees up front.

Garcia noted that it takes 6-9 months to get materials in for Electric and it can take 4-6 months to receive payment back from some developers when Utilities invoices them. The actual construction of the electric infrastructure can take up to six months. Commissioner Williams asked what we're collecting and Garcia said that the \$2300 per lot fee covers the service per lot for a development. Garcia said the city would provide the conduit, cable, meters, materials and labor to get the lots ready. Williams asked who in the end pays for the transformers in a development. Garcia responded that the developers will pay for the transformers in their development. Williams asked if there is an inventory of materials and Garcia said that the city keeps a critical supply on hand. Commissioners later went over what other materials are included in the \$2300 electric residential service connection fee and Garcia added that termination, cabinets, and wire are included as well.

Motion by Vice-Chairperson Augustine, seconded by Commissioner Williams to recommend to City Council to revise the Electric Residential Service Connection Fee.

Motion carried 3-0 Aye

**NEW BUSINESS**

**1. Consider approving a recommendation to City Council to execute an agreement with Altec Capital Services to replace two specialty vehicles in the lease program.**

Director Garcia gave the staff report. Garcia stated that the leases for the two service trucks are up in December of 2022 and the lead time to construct such vehicles can take about 20 months. The cost of the vehicles has gone up by around \$1000 per month due to the increase in the cost of steel. Commissioner Williams asked if this increased amount in this year's budget. Garcia replied that he was not sure at that time but that it takes two years to get the trucks and a revision could be made to the budget. Vice-Chairperson Augustine asked why the city leases the trucks instead of purchasing them. Garcia said that the city used to buy the trucks but when they have tracked the cost over time, it showed that it was cheaper to lease. Chairperson Coleman asked why the trucks were not ordered earlier to accommodate for the long wait time. Garcia said that in the past the wait time was only 8-9 months wait and that has changed and that they just found out that the trucks were needing replaced. Garcia said that the lease will just be extended until Utilities gets the new truck, which has been done before. Augustine asked if the numbers could be gone over again in the future when trucks are being discussed again. Garcia said that he would compare the numbers next time he department leases trucks.

Motion by Williams, seconded by Vice-Chairperson Augustine to recommend to City Council to execute an agreement with Altec Capital Services to replace two (2) Small Aerial Lift Trucks in the lease program for four additional years at a monthly lease rate of \$4,053.83 per month (\$48,645.96 per year) per truck excluding taxes, licensing fees, and delivery charge.

Motion carried 3-0 Aye

**2. Consider approving a recommendation to City Council to purchase POSM Server from POSM Software, LLC.**

Garcia stated that in 2017 a trailer that includes a computer and [CCTV] equipment which was purchased to do the inspections of the sanitary sewer. That computer came with software called POSM to do the inspections. This software can be used with Lucity for work orders and can use a GIS mapping system to see where the work is being done at. In 2021, Utilities engaged in a demo trial of POSM at no cost to evaluate the use of POSM GIS Server. City staff installed this software onto the City's network server in early 2021 to do this trial. The installation of POSM GIS Server has allowed the inspection data to be backed up from the inspection trailer computer to the City's network server. This eliminated human errors in the data transfer which resulted in lost data in the past. The POSM GIS Server also allows unlimited desktop users so office staff can access the CCTV Inspections to view, edit and run reports. In addition, POSM GIS Server has the ability to be integrated with the City's ArcGIS mapping software and Central Square (Lucity) Management and Work Order systems.

Ric Gere, Staff Engineer discussed that he and staff have felt that the benefits are great from the use of POSM. Before, staff had to take a camera, put it in the sewer and then take the video and put it on a thumb drive, take it into the office and save it. Sometimes data would be lost. With POSM, there is an unlimited number of users that can use it, and then staff can do the CCTV inspections and have the information be viewable by staff in the office right after the inspection is done. Mr. Gere demonstrated for commissioners

how to view the maps and how the CCTV cameras look in the software doing through sewer pipes. He talked about how staff can see mapping of pipes and the distance of problem areas, etc. Also, Gere said that they have had excellent customer service when he has needed to contact them with questions.

Chairperson Coleman asked how this will fit in the budget. Garcia said that the software itself was not in the budget but since the city uses the software for I&I reduction, that I&I money could be used for it, but if not, the budget may have to be revised in July to account for it. Augustine asked if there is another level of software staff would need after this and Gere said not for the CCTV software and the POSM is all that is needed.

Motion by Vice-Chairperson Augustine, seconded by Commissioner Williams to consider the approval of a recommendation to the City Council to purchase POSM GIS Server software from POSM Software, LLC a one-time purchase price of \$21,500 and support at an annual cost of \$3,500 for a total amount of \$25,000 for 2022.

Motion carried 3-0 Aye

## **DISCUSSION ITEMS**

### **1. Project Updates.**

Director Garcia said that at the Prairie Trace development, (developed by Grata), the water lines have been completed. The city entered into an agreement with WaterOne to bring the water main from Monticello Dr. in Olathe to the development and that work is now complete. The city also installed 15-20 overhead electric poles and energized them. For sewer, the lift station at Prairie Trace is almost complete and will be commissioned during the second week of January. Now the property is served with water, sewer and electric by the City of Gardner. He stated that all of these completions are a big milestone for the city. In order for Gardner to serve that parcel with electric, Garcia said he had to petition Evergy and they granted the city the ability to service it.

Vice-Chairperson Augustine asked about the status of the smart meter project and Garcia said that the City is at 100% completion for electric smart meters as of March of 2021. At the last meeting Garcia said that he stated the city was about 99% complete on water meter installations and he said that there are still some water meters that need to be installed in Conestoga [mobile home park] and some in the schools and that there are about 40 left total to install.

Commissioner Williams asked about what the status is on providing the app for utility customers to use for the smart meters. Garcia said that the intelaHome app should be rolled out sometime in January.

Augustine said that at the last meeting that Utilities had received about 75% of backflow reports for businesses. Administrative Assistant Erin Groh said that the reports are continuing to come in but are not all received. Augustine asked if Garcia planned to present this spring a policy update change for compliance with backflows. Garcia said he will present something on it the next month or two. Augustine asked if Council had opened up the two open positions for the UAC and Garcia said that he didn't think they had interviewed anyone yet. Williams said that he thought that they had to announce that the positions were available. Chairperson Williams asked if there was any advancement or enforcement on the FOG program. Garcia said that a letter went out in December and the deadline was in mid January to comply with the FOG program. Williams asked what will happen if companies don't comply and Garcia said that enforcement will need to take place. Coleman asked about a power outage on 183<sup>rd</sup> St and Garcia said that there were about 7 customers affected and it was a failed transformer. It took three hours to identify the problem.

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**ADJOURNMENT**

Motion by Commissioner Williams, seconded by Vice-Chairperson Augustine to adjourn the meeting at 8:19 p.m.

Motion carried 3-0 Aye

/s/ Erin Groh

Utilities Department Administrative Assistant